

City of Roswell

ROSWELL Request for Temporary Contract Services

Requestor:	Date:
Department:	
Please provide the following inform	ation and forward to Human Resources:
Account Number	
Job title	
Number of temps requested	
Hourly rate	
Work days and hours	
Duration of assignment	
Describe duties	
Special requirements: D/L; Certifications; CDL	
Interviewing process	☐ Desire interview ☐ Temp service interview &
	send □Have person
Remarks/additional information	
Replacing: Date:	Prev. Temp Termination
Department Head or Designee Signature	Date
□ Recommended □ Not recommended	
Human Resources Administrative Assistant Signat	ture Date
Human Resources Director or Designee Signature	Date
City Manager or Designee Signature	 Date